



COMDTINST M16796.4A
22 FEB 1993

COMMANDANT INSTRUCTION M16796.4A

Subj: Vessel Examiner Qualification Course; Instructors Guide

1. **PURPOSE.** The Vessel Examiner Qualification Course Instructor Guide is promulgated for Auxiliary Instructors to use in the presentation of the Vessel Examiner Qualification Course.
2. **DIRECTIVES AFFECTED.** COMDTINST M16796.4 (old COMDTINST M16796.2D-2) is cancelled.
3. **DISCUSSION.** The Courtesy Marine Examination is one of the cornerstone programs of the Auxiliary. This guide is used to provide assistance in teaching the Vessel Examiner Qualification Course. It is important that this course be presented in a professional manner. After initial distribution, additional quantities of this guide may be ordered through Auxiliary National Supply Center (ANSC) under stock number 2009.
4. **ACTION.** Area and district commanders, commanders of maintenance and logistics commands, and unit commanding officers shall ensure that all Auxiliarists and directors of Auxiliary are aware of this publication.

/s/ W. J. ECKER

Rear Admiral, U. S. Coast Guard
Chief, Office of Navigation Safety
and Waterway Services

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TABLE OF CONTENTS

Introduction.....	i-iv
Session One.....	1
Session Two.....	3
Session Three.....	5
Session Four.....	7
Session Five.....	8
Session Six.....	9
Session Seven.....	11
Final Examination.....	12

INTRODUCTION

A. Course Preparation.

1. This guide has been prepared to assist the instructor in conducting a training program for Auxiliarists interested in becoming qualified as a Vessel Examiner (VE). In all fairness to the student, the instructor must be familiar with each phase of the course. This familiarity must have been gained through being a VE. If the flotilla does not have a member who is both IT and VE qualified, then a qualified instructor should be assigned overall class responsibility and a VE should serve as a guest lecturer.
2. Each student shall be provided with a current edition of the Vessel Examiner Manual COMDTINST M16796.2C, Vessel Examiner Qualification Course; Student Study Guide COMDTINST M16796.5A, and the Marine Dealer Visitor Manual COMDTINST M16796.3A. They should also receive copies of the Federal Requirements for Recreational Boats and the Seal of Safety, Aux. 204 Checksheet. The instructor must insure that all changes in the manual are referenced in class instructions and are entered in the student's copy of the VE Manual. Any currently effective VE Hot Lines shall be brought to the attention of the students. The study guide gives study and reading references as well as a series of self examinations. The questions in these examinations are designed to test the student's knowledge of the Courtesy Marine Examination Program.
3. One of the instructor's first objectives is to convince the student that careful reading and study of the Vessel Examiners Manual is necessary. The VE examination is open book which will test the student's ability to locate answers in the VE manual.
4. The instructor/organizer of the course should attempt to interest more than one student in taking the course. It is suggested that a "discussion type" of class be held rather than the "lecture type". This makes for more informality and provides greater opportunity for group participation. Students cannot expect to retain sufficient knowledge to become a qualified Vessel Examiner through lecture type instruction. Study accomplished beforehand makes an active discussion session profitable to all. Some instructors use the "team teaching" technique using examiners with specific expertise on a subject. The instructor should control all "discussion type" classes so that students are not confused with extraneous or irrelevant material.

Introduction (cont.)

5. The location or number of sessions depends on availability of facilities and the number of students. The home of one of the participants may be desirable provided there will be minimum of distractions. The usual flotilla meeting location could be considered but common sense tells us not to hold the class during scheduled meetings or other flotilla activities.
6. The instructor should provide students with an appropriate vessel for actual Courtesy Marine Examination and facility inspection practice.
7. When the member has completed the final examination, the instructor should assign each student to a qualified VE. The VE will accompany the student while they complete the minimum of five examinations or facility inspections required to become a qualified VE.

B. Course Format.

1. A minimum of fourteen (14) hours of instruction is recommended before scheduling the final examination. However, the length of the course may be altered depending on the number of students and individual district policies. Students should be advised that the final examination contains seventy-five (75) multiple choice questions. A score of 90% is required to pass. It is an open book examination with a three (3) hour time limit.
2. The following suggested schedule is based on seven 2 hour sessions:
 - a. **SESSION 1** - Introduction to the CME Program.
 - (1) Dealing with Law Enforcement Officers.
 - (2) Technique of the Courtesy Marine Examination and how to conduct a CME.
 - b. **SESSION 2** - Equipment Requiring Coast Guard Approval.
 - (1) Boat Length.
 - (2) Vessel Numbering, Registration and Documentation.
 - (3) Navigation Lights.
 - (4) Sound Producing Devices.
 - (5) Personal flotation Devices.

Introduction (cont.)

- c. **SESSION 3 - Fire Extinguishers.**
 - (1) Visual distress Signals.
 - (2) Ventilation Requirements.
 - (3) Backfire Flame Arresters.
 - (4) Fuel Systems.
 - d. **SESSION 4 - Anchor and Anchor Line.**
 - (1) Alternate Propulsion.
 - (2) Dewatering Devices.
 - (3) General Conditions.
 - (4) State Requirements.
 - e. **SESSION 5 - Other Federal Requirements not required for a CME Decal.**
 - (1) CME requirements peculiar to sailing vessels.
 - (2) Marine Dealer Visitation Program
 - f. **SESSION 6 - Facilities and Operational Requirements.**
 - (1) Inspection of Installed Communications on Vessels.
 - (2) CME, Facility Inspection and Offer of Use Forms.
 - g. **SESSION 7 - Review.**
 - h. **FINAL EXAMINATION**
- C. **Instructor Actions.**
- 1. **It is the instructor's responsibility to submit the proper mission hour report (CG-4947) for each member training session they present. Students do not receive mission hour credit.**

SESSION ONE

- A. Introduction. Review the introductory chapter in the VE manual and stress to the students the necessity of reading and studying the text material. Encourage students to actively participate in class discussions and ask frequent questions.
- B. Session Outline. All references are taken from the Vessel Examiner Manual and are listed in parenthesis following each topic.
1. Introduction to the CME program. (1-A)
 - a. Who can be an examiner? (1-C-2)
 - b. What vessels do we examine? (1-D-1 through 1-D-7)
 - c. What vessels don't we examine? (1-E)
 - d. Activities beyond the scope of the Courtesy Marine Examination. (1-F-1 through 1-F-4)
 2. Dealing with Law Enforcement officials. (1-G)
 - a. Coast Guard personnel. (1-G-1)
 - b. State and local law enforcement personnel. (1-G-2)
 3. Program Supervision.
 - a. CME's performed outside of your home district. 1-H)
 - b. District supervision of the Vessel Examination program. (1-I)
 4. Discuss requalifying and workshops. (1-J)
 - b. Annual qualification. (1-J-4)
 - c. Requalification. (1-K)

Session one (cont.)

5. Technique of the Courtesy Marine Examination. (Chapter 2)

- a. Overall attitude of the Vessel Examiner. (2-A-1 and 2-A-2)
- b. Availability of Vessel Examiners. (2-A-3)
- c. Appearance of the Vessel Examiner. (2-A-4)
- d. CME also means Courtesy Marine **Education**. (2-B-1)
 - (1) Exchange boating knowledge. (2-B-2)
 - (2) Emphasize the importance of keeping up on new boating laws and practices. (2-b-2-a(4)-(9))
- e. Conducting the CME. (2-C)
 - (1) Incomplete examinations. (2-C-1-g)
 - (2) Hailing underway vessels. (2-C-1-e)
 - (3) CME decal. (2-C-2)
 - (4) Examinations while on patrol. (2-C-1-f)

6. **Discussion. Review answers to the Student Study Guide.**

SESSION TWO

- A. Introduction. The second session should begin with a brief review of the items covered in Session One. New material in this lesson will familiarize students with equipment requiring Coast Guard approval, vessel numbering systems, length of boats, documented vessels, capacity plates, personal flotation devices, and sound producing devices. Students should be made aware of equipment requiring Coast Guard approval. Instructors should explain the vessel numbering system and other items such as the proper location of the official number. Particular emphasis must be placed on the students understanding of personal flotation devices. Instructors should bring in a personal flotation device (PFD), and other visual aids, to demonstrate proper positioning of labels and nameplates.
- B. Session Outline.
1. Equipment requiring Coast Guard approval. (3-B) & (6-B)
 - a. "Approved equipment". (3-B-1) and (6-B-1)
 - b. How to identify approved equipment. (6-B-2, 3, 4)
 2. Vessel numbering system. (3-C)
 - a. Non-documented vessels. (3-C-1) and (6-C-1)
 - (1) Applicable vessels. (6-C-1-a)
 - (2) The Coast Guard numbering system. (6-C-1-c)
 - (3) State numbering system. (6-C-1-b)
 - b. Vessels not requiring numbering. (6-C-1-a-(1) through (6)
 3. Length of boats. (6-C-2)
 - a. Measurements. (6-C-2)
 - b. Specifics. (6-C-2)
 4. Documented vessels. (6-C-3-a)
 - a. Vessels qualifying for documentation. (6-C-3-a-(2))
 - b. Official number. (6-C-3-b)

Session two (cont.)

- B. 5. Navigation Lights.** (3-D) and (6-D)
 - a. CME Requirements. (3-D-1)
 - b. Legal Requirements. (6-D-2-a through e)
 - c. Definitions. (6-D-3)
 - d. Detailed discussion on Navigation Rules including all of the latest amendments to Inland and International Rules.
- 6. Sound Producing Devices.** (3-E) and (6-E)
 - a. Bells.**
 - (1) CME requirements. (3-E-1-b)
 - (2) Legal requirements. (6-E-2)
 - b. Horns and whistles.**
 - (1) CME requirements. (3-E-1-a)
 - (2) Legal requirements. (6-E-1) and table 5 (6-E-2)
- 7. Personal flotation devices (PFDs).** (3-F) and (6-F)
 - a. PFDs required on recreational boats. (3-F-1)
 - b. PFDs required on commercial vessels. (3-F-2-a through e)
 - c. PFD examination technique. (3-F-3-e)
 - d. Proper stowage. (6-F-6)
 - e. Approved types of PFDs. (6-F-1 through 5) including illustrations
 - f. Repair of PFDs. (3-F-3-f)
- 8. Discussion. Review answers to the Student Study Guide.**

SESSION THREE

- A. Introduction. Session three should begin with a brief review of the items covered in Session Two. New material in this Session will familiarize students with Federal and Auxiliary requirements on fire extinguishers, visual distress signals, ventilation requirements, backfire flame arrester and fuel systems. Due to the number of details in this lesson, the instructor should follow the outline carefully, clearly indicating the difference between Auxiliary requirements and Federal requirements. The more orderly the discussion, the easier it will be for the student to follow. The instructor may find the use of visual aids will clarify the point more effectively than verbal description.

B. Session Outline.

1. Fire Extinguishers. (3-G) and (6-G)
 - a. CME requirements. (3-G-1)
 - b. Legal requirements. (6-G-1)
 - c. Care of extinguishers including tagging. (3-G-2)
 - d. Tagging of Halon extinguishers. (3-G-1-i)
 - e. Discuss Generally. (3-G-3)
 - (1) Never too many, proper size.
 - (2) Location and mounting.
 - (3) Teach adults and youngsters how to use.
2. Visual Distress Signals. (3-H) and (6-H)
 - a. CME requirements. (3-H-1)
 - b. Legal requirements. (6-H-3)
 - (1) Definitions. (6-H-2)
 - (2) Launchers. (6-H-4)
 - (3) Approved signals. (3-H-1-D) (6-H-8,9)

Session three (cont.)

- B. 3. Ventilation Requirements.** (3-I) and (6-I)
 - a. CME requirements. (3-I-1-a and b)
 - b. Legal requirements. (6-I-1 through 4)
 - (1) Boats built before 1 August 1980. (6-I-2)
 - (2) Boats build after 31 July 1980. (6-I-3)
 - c. Vent size. (6-I-2-b) (6-I-3-b- (3))
 - d. Discuss blower system. (3-I-1-b- (2))
 - e. Spaces not requiring ventilation (6-I-4) (3-I-2-a- (2))
 - f. Owner responsibility. (6-I-5)
- 4. Backfire Flame Arresters.** (3-J) and (6-J)
 - a. CME requirements. (3-J-1)
 - b. Legal requirements. (6-J-1)
 - c. Cowl(s) and Scoops. (6-J-1-b)
- 5. Fuel Systems.** (3-K) and (6-K)
 - a. Portable Fuel Tanks and Containers. (3-K-1-a)
 - b. Permanently installed fuel tanks. (3-K-1-b)
 - (1) Fuel tank fill pipe. (3-K-3)
 - (2) Fuel tank vent. (6-K-4)
 - (3) Legal Requirements. (6-K-2)
- 6. Discussion. Review answers to the Student Study Guide.**

SESSION FOUR

- A. Introduction. **The first half hour of this session should be devoted to questions that may have arisen regarding the material covered thus far. The rest of the session will deal with additional Auxiliary requirements. This session will give the instructor an opportunity to tell the class of past experiences when dealing with local boaters.**
- B. Session Outline.
1. Anchor and Anchor Line. (3-L) (6-L)
 2. **Alternate Propulsion.** (3-M) (6-M)
 3. Dewatering Devices. (3-N) (6-N)
 4. **General Conditions.** (3-O) (6-O)
 - a. **Overall Vessel Condition (discuss in detail)** (3-O-1-a)
(3-O-2-a)
 - b. **Electrical installations.** (3-O-1-c) (3-O-2-c)
 - (1) **Discuss common dangers.** (3-O-1-c) (3-O-2-c)
 - (2) **Discuss battery installation, terminal protection, and hydrogen gas hazards.**
(3-O-1-c(3), 3-O-2-c(2))
 - c. **Galley stoves, refrigerators and heaters.** (3-O-1-b)
(3-O-2-b) (6-O-2)
 5. State Requirements. (3-P) (Chapter 7)
 - a. Procedure for checking State Requirements. (3-P-2)
(Chapter 7)
 - b. Out-of-State boaters. (3-P-1) (Chapter 7)
 6. **Discussion. Review answers to Student Study Guide.**

SESSION FIVE

- A. **Introduction.** This session deals with Federal Requirements that are examined and checked off on the AUX 204 but are not required for the CME decal. Also covered are requirements peculiar to sailing vessels. Students should be made aware that this particular part of the session covers only the requirements that are different from powerboats.
- B. **Session Outline.**
1. Other Federal Requirements. (3-Q-1) (6-Q)
 - a. Capacity Plate. (3-O) (6-R)
 - b. Manufactures Certificate of Compliance. (6-S)
 - c. Oily Waste Discharge Placard. (6-V)
 - d. Hull Identification Number. (6-T)
 - e. Marine Sanitation Device. (6-U)
 - f. Navigation Rules. (6-W)
 - g. FCC License. (3-R) (6-Z)
 - h. Trash Disposal (Marpol Placard). (6-V)
 - i. Marine Radio Station License. (6-Z)
 2. **Introduction to CME on Sailing Vessels.** (1-D-1-a)
 - a. **CME requirements.**
 - (1) **Fire Extinguishers.** (3-G-1-b)
 - (2) **Navigation Lights.** (6-H-4-c, tables 1 thru 4 (3-D-1-d)
 - (3) **Overall Vessel Condition.** (3-O-2-a-(3))
 3. Marine Dealer Visitation Program. (See MDV Manual)
 - a. General Information on MDV Program. (Chapter 1)
 - b. Planning and Scheduling. (Chapter 2)
 4. **Discussion. Review answers to Student Study Guide.**

SESSION SIX

- A. Introduction. This session deals with two major topics: Auxiliary facility inspections, and Auxiliary forms and reports. Since there are many details in this session, the instructor should follow the outline closely. The discussion of what forms and reports are required should be emphasized to the students. Instructors should stress that in order for the DIRAUX to have a current record of CMEs conducted in the district, Vessel Examiners must send in form CG-3594 promptly. Late reporting can result in disqualification of the Vessel Examiner.
- B. Session Outline.
1. Auxiliary Vessel Facilities and Operational Vessel facilities. (4-B)
 - a. Competence of Inspector. (4-A-2 and note)
 2. Auxiliary vessel facilities. (4-B-2)
 - a. Facility criteria. (4-B-2)
 - b. Recreational and certain commercial craft. (4-D, 4-E)
(4-F, 4-G, 4-H)
 - c. Facility inspection equipment requirements. (4-C)
 - d. District operational equipment requirements. (4-B-1-b)
 - e. Flag and decal display on facilities. (4-J)
 - f. Safety ID light. (4-K)
 3. Inspection of installed communications equipment. (4-I)
 - a. Scope of inspection.
 - b. Basic requirements.
 - c. Annual inspection procedure.
 4. Courtesy Marine Examination forms. (5-A)
 - a. CME examination form (AUX-204). (5-A-1-a)
 - b. CME report form (CG-3594). (5-A-2)

Session six (cont.)

- B. 5. Facility inspection and offer of use forms. (5-B)
 - a. Auxiliary Vessel Facility Inspection and Offer of Use (CG-2736). (5-B-1)
 - b. Vessel Facility Inspection Check Off Sheet (CG-4951). (5-B-2)
 - c. Procurement of Forms. (5-C)
 - d. Defect reporting. (5-D)
 - e. Application as Marine Dealer Visitor. (5-E and MDV Man)
- 6. Discussion. Review answers to Student Study Guide.

SESSION SEVEN

- A. **Introduction.** During this session, students should be given the opportunity to demonstrate their knowledge of the information covered in previous lessons. To enable students to show proficiency when conducting a CME, a trailered boat should be on site for practice. The boat should have prearranged defects that the VE candidates will be able to detect. Instructors may draw on their own VE experiences of what situations may be encountered when doing a CME. This session should also give students ample opportunity to clear up any questions or misunderstandings before the final examination.
- B. **Lesson Outline.**
1. **Review the last six lessons.**
 2. Review of Vessel Examiner Manual. M16798.2D Chapters 1, 2, and 7.
 - a. Each students must be familiar with State requirements of the principal State in which they will perform.
 3. **Review AUX 204 format.**

FINAL EXAMINATION

- A. **REVIEW**. Conduct final review of the Student Study Guide questions.
- B. **INSTRUCTOR ACTION**. Read the following paragraphs to the students prior to the examination.

The following suggestions are offered to help improve their test taking ability.

1. Read each question carefully. If it contains a word such as not, except, best, most, or least, reread the question at least two times.
 2. Do not read the answers until you are sure of the question; read all the answers before making your choice.
 3. If you think you know the answer but are not sure, mark the answer lightly. If later you find that this is not the case, let your first answer stand by marking the answer properly. First impressions are generally more correct than answers selected under pressure.
 4. Do not guess. All answers are in the manual.
- C. **CONDUCT OF THE EXAMINATION**. The final examination is to be administered as per district policy. The examination is a three hour, open book test.
- D. **PRACTICAL DEMONSTRATION**. The instructor will advise students who pass the VE examination, that they must complete five (5) individual CMEs or facility inspections to qualify as a Vessel Examiner. These five (5) examinations or inspections must be made in the company of a qualified VE. The instructor should work with the FSO-VE to make arrangements for the students to be paired with an experienced VE. The instructor or FSO-MT should follow through to insure that the five (5) CMEs are completed. Then, the appropriate paperwork must be submitted to the director as per district policy.